

### **PART 3 - SITE/ATTENDANCE CENTER INFORMATION FOR SCHOOL NUTRITION PROGRAMS**

Each attendance center listed in part 1, item F Site Summary should be accounted for by completing a Part 3. See Part 3 (D) for multiple attendance centers in one building.

- A. Name of Local Agency:** Fill in the Name and 7-digit agency number of the Local Agency on each site sheet.
- B. Site Name:** Fill in the name of the site as it is listed in the Educational Directory, or as it appears on the license. Include the physical address so that the site can be located. This will not be used for a mailing list. Include the street and city.
- C. Name and title of the person responsible** for food service at the site - List the appropriate person, along with the phone, fax, and e-mail. This may or may not be the same person as the food service director listed in Part 1E. This should be the head cook, food service manager, or site supervisor - whoever is the lead worker for food service at this site.
- D. Type of Site:** Indicate the type of site/attendance center this is, or if it has multiple attendance centers in one building. While Part 1F might list more than one attendance center, if all attendance centers are in one building only one Part 3 needs to be completed. If more than one attendance center is in one building, check the "Single building with multiple attendance centers" box, and then check the attendance centers included in this building and list the grades that the attendance center covers. The attendance centers and grades should match that listed in the Verification of Grade Spans reported to the Department of Education. The exception is that if an attendance center is made up of more than one building and meal service site; list the different buildings separately so that we have accurate information for locations of food service.
- E. Method by which meals will be provided:** Check the appropriate description. If meals are shipped (satellite) to another site that is on NSLP/SBP, that site needs to have a separate Part 3.
- F. Accreditation/Licensing:** Check the appropriate box. Schools must be accredited by the SD Department of Education. Residential Child Care Institutions (RCCI) must be licensed by the appropriate licensing authority (federal, state, or local).
- G. Operating Data:**  
Check the appropriate description. Year round indicates year-round school, not including Summer Food Service Program or Seamless Summer Option. You may write in additional information or attach an extra sheet, if needed, for detailed explanations.
- H. Offer vs. Serve:**  
Administration and food service personnel should review the Offer versus serve (OVS) requirements and the implications under the new meal pattern requirements and serving sizes.

#### **Lunch –**

Offer vs. serve for lunch is mandatory at the senior high school level. At the high school level, students must be allowed to decline up to two of the five offered food items. Offer vs. serve at lunch is optional for grades below the senior high.

When OVS is implemented in grades below high school, students must be allowed to decline up to two of any of the five offered food items, except they must have at least ½ cup fruit/vegetable on their tray for reimbursable meals.

The school shall determine which grades will be included, must have a formal policy regarding lunch offer vs. serve, and must inform the students. Check appropriate boxes for this site.

The school may not specify which food items a child must take or may decline at any grade level, except that students must have at least ½-cup fruit and/or vegetable.

**Breakfast -**

If OVS is implemented at breakfast, students must be allowed to decline one of any of the four offered items except, beginning with 2014-15, the students must have fruit/vegetable on their tray. At a minimum, students must have at least three items in full portion in order for the meal to be claimed for reimbursement.

**I. Afterschool Snack Operating Data**

1. Check Yes or No. If no, you can stop here.
2. Check Yes or No.
3. Check Yes or No and include a copy of the license.
4. Check Yes or No.
5. Provide a description of the activities that will be offered. Eligible programs must offer education or enrichment activities in organized, structured, and supervised environments, which may include athletic activity. Organized athletic programs engaged solely in interscholastic sports cannot be approved as afterschool care programs under this provision. However, any student can eat snacks when education or enrichment programs are offered, whether or not they are part of the offered activity.
6. Provide a description of the type of supervision provided for after school activities.
7. Check Yes or No. The snack is for activities after school, not as a part of the regular school day.
8. Check Yes or No. The program must be open to all and must not limit membership for reasons other than space or security considerations or, where applicable, licensing requirements.
9. Check the appropriate line.
10. The snacks may be claimed only on days that school is in session. This may include snacks served in after school care programs operated for children attending summer school, but does not include weekends, holidays, or school vacations. Operation each day of the week is not required. Circle the days that the snack will be offered. If dates of operation for the snack are different from the lunch program, list those dates (e.g., starts later or ends earlier).
11. Provide the hours of operation.
12. Circle the ages of children to be served. Children who turn 19 during the school year may continue to have their snacks claimed for reimbursement. Children who were 19 at the beginning of the school year cannot have their snacks claimed for reimbursement.
13. Recordkeeping is required for the snacks that will be claimed for reimbursement. Sometimes different people are responsible for the snack preparation and service than that are responsible for breakfast and/or lunch. This section shall provide assurance that the proper records are maintained and to help avoid overclaims for non-supporting documentation. Sites that are not area eligible must count meals by eligibility category according the applications for free and reduced price meals that are on file.
14. Check the appropriate item on each line and provide additional information if necessary.